

JEFFERSON COUNTY HEALTH DEPARTMENT
Recorded Broadcast available VIA: YouTube
@<https://www.youtube.com/channel/UCACuytmq2kUAI65z3AYsmYw>
January 28, 2021
Meeting Held Virtually

CALL TO ORDER

Chairman Diehl called the annual meeting of the Board of Trustees of the Jefferson County Health Department to order at 3:00pm. Before roll call, Chairman Diehl noted this meeting was being held virtually for all members.

ROLL CALL

Dennis Diehl, Chairman - Present
Dr. Amber Henry, Vice-Chairman – Present
James Prater, Secretary-Treasurer – Present
Tim Pigg, Member – Present
Susan (Suzy) Davis, Member – Present

OTHERS ATTENDING (x indicates present)

- Kelley Vollmar, Director
- Richard Tufts, Assistant Director
- Steve Sikes, Operations Manager
- Jennifer Pinkly, Admin. Services Mgr.
- Christi Coleman, Counsel
-
-

Others in attendance:

VISITORS AND GUEST REMARKS

None

APPROVAL OF AGENDA

Chairman Diehl moved to change the order of number two and three under New Business. Dr. Henry seconded. The amendment unanimously passed, and Chairman Diehl announced the amendment was approved.

Mr. Pigg made a motion to approve the agenda as amended. Mr. Prater seconded. Hearing no discussion, the motion unanimously carried Chairman Diehl announced the motion had passed and the agenda was approved.

December 21, 2020 MINUTES

Mr. Prater made a motion to approve the 12/21/2020 minutes. Dr. Henry seconded. Hearing no discussion, the motion carried Chairman Diehl announced the motion had passed and the minutes were approved.

December 2020 EXPENDITURES

Mrs. Davis motioned to approve the December 2020 expenditures for \$1,053,063.53. Mr. Prater seconded. Hearing no discussion, the motion carried unanimously and Chairman Diehl announced the motion had passed.

December 2020 APPROVAL ELECTRONIC PAYMENTS

Mr. Prater motioned to approve the electronic payments for December 2020 for \$544,856.49. Mrs. Davis seconded. Hearing no discussion, the motion carried unanimously and Chairman Diehl announced the motion had passed.

February 2021 PRE-APPROVAL ELECTRONIC PAYMENTS

The list of vendors for pre-approved electronic payments for February 2021 presented to the board with an estimated amount of \$501,640.25. Dr. Henry motioned to pre-approve the February 2021 Electronic Payments. Mr. Pigg seconded. Hearing no discussion, the motion carried unanimously and Chairman Diehl announced the motion had passed.

DIRECTORS REPORT – KELLEY VOLLMAR

The numbers have been optimistic and have decreased to 87 new positive cases which is significantly better than where Jefferson County was during last month's board meeting. JCHD is in the process of setting up vaccination clinics (both in-house and mass clinics), staff is ready to go once the vaccines are received. JCHD continues to work with local partners, Mercy and Comtrema, as well as partners in the St. Louis Pandemic Task Force to secure vaccines as they become available.

Mr. Pigg asked if there was a sign-up process for people to get on a list to receive the vaccine, to which Director Vollmar replied there are two ways this is occurring. The first is a registration list. Mercy has maintained one for the entire state, and JCHD and Comtrema have lists; however, all three providers are working together. JCHD's Communication Specialist has created a distribution list on which people are organized based on which tier they qualify. When vaccines become available for that tier individuals will be contacted by email notifying them which provider has vaccines available and how to schedule an appointment for that clinic. Completing the initial interest registration ensures that those who have signed-up are moving up the list as their tier become eligible. What has occurred in other counties is when they notify the public that the registration has opened people from other counties flood the link trying to access the vaccine. By pulling from the pre-registration list, it ensures Jefferson County residents have access to the vaccines available in our county. It is anticipated JCHD will be getting vaccines in soon; however, in the meantime we will continue to support our partners in their effort to provide vaccinations through their clinics. Updates will be pushed out through our social media sites.

A virtual all staff meeting was held yesterday in which everyone was able to attend. In some cases, it was the first time in a year that staff have seen each other. Director Vollmar expressed her gratitude for staff's cooperation and work throughout the pandemic both in fulfilling their regular roles as well as their COVID roles. Additionally, she expressed gratitude for the community working with JCHD to get through this past year.

Mrs. Davis asked for the 7-day rolling average per/100,000 people. Director Vollmar provided a reminder that the statistics are publicly recorded on JCHD's website site and through the live Facebook feed, Stats with Sara. There was a 7-day rolling average of 50.86 cases per 100,000 residents per day, which is 114 cases per day.

Mr. Pigg asked where people to go to register for the vaccine. Director Vollmar stated if they sign-up on JCHD's website they will receive information for Mercy, Comtrema, and JCHD. Some people are opting to register with all three providers which is fine. It is advisable for those who would like to, to sign-up for clinics in surrounding counties. The goal is for people to receive the vaccine as quickly as they are able to access them. Again, people are welcome to register at as many sites as they would like; however, we ask that they only schedule an appointment at one site. It should be noted the state is modifying how the vaccines are distributed, so there may be some glitches in the process as they switch to a new system.

Mrs. Davis expressed concerns about the efficacy of the vaccines, to which Director Vollmar requested Mrs. Davis provide the sources on which her concerns were based to ensure they were from vetted, scientific sources. Mr. Pigg noted the vaccines were FDA approved and requested the board move on to the other agenda items. Mrs. Davis

questioned if doctors would be on site at the vaccine clinics in case of adverse reactions to the vaccine. Director Vollmar provided clarification there would be emergency medical staff available to observe and assist patients. Chairman Diehl, at the request of Mr. Pigg, moved on to the next item on the agenda.

OLD BUSINESS

None

NEW BUSINESS

Chairman Diehl introduced the next agenda item which was the request for the board's approval to extend the contract between JCHD and Maximus Federal Services for contact tracing. Director Vollmar provided a PowerPoint presentation summarizing the key points explaining why the request was being made for the one-month extension which also included a reduction of their workforce. It was noted there is concern as to how Jefferson County will be impacted by the variant strains of COVID that are occurring across state lines in Illinois, as it is presumed it is only a matter of time before the spread reaches our area. The contact tracing, mask wearing, and other mitigation strategies that have been put in place have had a positive impact in reducing the spread of COVID, which is why an additional month is being requested.

In answer to questions pertaining the cost of this extension Director Vollmar noted the estimated cost for February 2021 would be \$398,812. This would cover 30 contact tracers, 15 investigators, and the supervisors needed to oversee them. Director Vollmar provided clarification for Mrs. Davis regarding what information is gathered through the process of contact tracing and case investigation. Director Vollmar provided additional clarification for Mrs. Davis stating 14,502 cases were investigated and 22,000 were attempted. Chairman Diehl asked if there was any other information Director Vollmar felt needed to be provided, to which her response was she felt this extension was necessary, especially in light of JCHD's effort to switch focus to the vaccine clinics. Clarification was provided for Chairman Diehl that the CARES money had ended, and the cost of the contract would come out of JCHD's budget; however, FEMA would be reimbursing 100% of the funds used for the extension. Mrs. Davis voiced her objection. Chairman Diehl requested a motion be made to extend the contract with Maximus Federal Services for the month of February at a cost of \$398,812. Mrs. Davis made a motion to not approve the contract. Chairman Diehl requested the motion be made to approve the contract and members could vote for or against the motion. Dr. Henry made the motion to approve the contract. Ms. Coleman interjected stating Mrs. Davis made a motion and if it was not seconded the motion would die and a new motion could be made. Chairman Diehl called for a second to which no one seconded Mrs. Davis' motion. Chairman Diehl announced the motion died. Dr. Henry made a motion to approve the contract. Mr. Prater seconded the

motion. Mrs. Davis requested the motion be amended to state that the extension was for one month only and could not be extended any further. Ms. Coleman clarified that the board could not be bound to such a decision when the circumstances of a month from now were unknown. Chairman Diehl called the question. The motion carried with Mrs. Davis the only dissenting vote. Chairman Diehl announced the motion passed and the contract was approved.

Chairman Diehl introduced the next agenda item which was the request for approval of a contract to lease a freezer for the Pfizer COVID vaccine. He explained that JCHD did not have the capacity to store the Pfizer vaccine, which left Moderna as the only other option. With Moderna being so difficult to obtain it was recommended that the freezers be leased so that JCHD could provide whichever vaccine was available to Jefferson County. Chairman Diehl asked if Director Vollmar had any additional information to be considered, to which she replied the company JCHD was working with was leasing the freezers to us for a dollar. However, a professional moving company would need to be hired to transport the freezer the JCHD and then return it to the leasing company in order to ensure it was covered by JCHD's liability insurance. The estimated cost for the round-trip move was \$1,500. The cost of the freezer is \$18,000. Mr. Sikes provided clarification that the cost of the freezer was \$18,000. However, the company is leasing the freezer to JCHD for \$1 through June and was doing so because of the number of workers they have residing in Jefferson County. The company was seeking an opportunity to support the community. Mr. Sikes provided additional clarification that a one-way trip with the mover was \$500 (\$1,000 round-trip). The additional \$500 would cover the cost of the data logger and the probe for the data logger that is used to ensure the vaccine is stored at the proper temperature. The freezer is called ultra-low and provides subzero storage. The unit itself is a little bigger than a home refrigerator but can be rolled into the facility.

Chairman Diehl motioned, to ratify the execution of the agreement signed by the Chairperson. Mr. Pigg seconded the motion. Mr. Prater asked for clarification on the wording in the lease regarding whether it was a \$1 a month or a \$1 for the term of the lease. Mr. Pigg noted where it stated in the lease that it was a \$1 for the term of the lease which ran through June 30th. No further discussion was requested. The motion carried unanimously, and Chairman Diehl announced the motion passed.

Chairman Diehl introduced the final agenda item for the open session, which was the approval of the updated JCHD bylaws. It was noted that the bylaws were discussed in depth during a closed session in November, and the changes that were recommended during that discussion had been made. For the approval process each section of the bylaws would require a roll call vote. Chairman Diehl requested Ms. Coleman announce each section and provide a summary prior to the vote.

Before beginning the approval process Mr. Pigg noted an amendment was needed on page 20, second paragraph where it reads, "The letter of outcome will include A..." Ms. Coleman noted where the error was and stated she would correct it. Mrs. Davis voiced objection about the process expressing she did not have adequate notice to review the changes. Ms. Coleman responded that this had been discussed in great length and detail during the November closed session. Additionally, a summary was provided of the privileged conversation and document regarding the changes that were made along with the original and modified bylaws. It was further explained that what was being voted on were the changes that were discussed during the closed session in November. Mrs. Davis debated that the document was not in the board packet for this meeting, and they were only given a two-day notice that this item would be on the agenda. Ms. Coleman clarified that the board members had two months to consider the proposed changes that were discussed at the November meeting and were advised at the December board meeting to contact her with any additional questions or changes because it was going to be put to vote at today's meeting.

Ms. Coleman provided a summary of the purpose of the first section followed by a summary of the modifications as noted below:

The first section of the bylaws pertains to the organization of the agency's board. The following items were added or clarified:

- A description of the board's mission
- A description of the board's scope work
- The terms of the members (e.g., how long they may serve)
- How to remove a member from the board (it should be noted the modifications that were made provide clearer guidelines making the process more just)
- A description of board and Director responsibilities including guidelines for what can/cannot be delegated to the Director
- Additional language regarding conflict of interest
- Clarification of meeting attendance requirements for board members
- Maintenance of confidentiality by the board and director
- Throughout the document chairman was updated to chairperson to make the position gender neutral
- Specification of the job duties of the chairperson, secretary/treasurer
- Specification of a correspondence secretary and this position's duties—it was also noted this does not have to be an elected position (currently it is being filled by Mrs. Pinkley)
- Addition of the standing committees of the board and their responsibilities

Mrs. Davis objected to the process of approval. Ms. Coleman reiterated the changes were discussed in detail at the November Board meeting, and that the bylaws outline how the agency will conduct business, which is not subject to the public's approval.

Mr. Pigg moved to approve the changes to section one of the bylaws. Dr. Henry seconded the motion. Mrs. Davis called point of order and requested a discussion regarding the exact wording of the changes being made. Dr. Henry added to the discussion that the rest of the board members heard Ms. Coleman's recommendations, discussed them at length during the November meeting, and have the documentation of the updated bylaws in front of them because they prepared for this meeting. Dr. Henry requested they continue with the vote. Mrs. Davis voiced her objection. Mr. Pigg call for the motion to be put to question. Mrs. Davis voiced her objection. Chairman Diehl asked Ms. Coleman for her recommendation as to how they should proceed, to which she recommended they proceed with the vote and advised Mrs. Davis to vote against the changes if she disagreed with them. Chairman Diehl called for a roll call vote. Mrs. Davis requested the section pertaining to the protocol for removing a board member be read aloud, to which Ms. Coleman did. Mrs. Davis continued to voice her objections. Chairman Diehl requested Mrs. Pinkley proceed with the roll call vote, with the responses and result as follows:

Chairman Diehl: Yes

Dr. Henry: Yes

Mr. Pigg: Yes

Mr. Prater: Yes

Mrs. Davis: No

Chairman Diehl announced the motion carried and Section 1 of the bylaws was approved.

Mr. Pigg moved to approve Section 2 of the bylaws pertaining to meetings of the board. Dr. Henry and Mr. Prater seconded the motion. Mrs. Davis continued to voice her objections to which Mr. Pigg called attention to her failure to prepare for the board meeting as instructed by JCHD's legal counsel. Chairman Diehl called for a roll call vote with the responses and result as follows:

Chairman Diehl: Yes

Dr. Henry: Yes

Mr. Pigg: Yes

Mr. Prater: Yes

Mrs. Davis: No

Chairman Diehl announced the motion carried and Section 2 of the bylaws was approved.

Mr. Pigg moved to approve Section 3 of the bylaws pertaining to fiscal. Dr. Henry seconded. Hearing no discussion Chairman Diehl called for a roll call vote with the responses and result as follows:

Chairman Diehl: Yes
Dr. Henry: Yes
Mr. Pigg: Yes
Mr. Prater: Yes
Mrs. Davis: Yes

Chairman Diehl announced the motion carried and Section 2 of the bylaws was approved.

Mr. Pigg moved to approve Section 4 of the bylaws pertaining to operations and administration. Dr. Henry seconded. Chairman Diehl asked if there was need for discussion to which Mrs. Davis requested a summary of what was changed in this section. Ms. Coleman reported the only change in this section was to change the language from chairman to chairperson to make it a gender neutral. Mrs. Davis requested a summary for each section before being put to question. Chairman Diehl noted that they moved forward with voting on the sections because the other board members had already reviewed the proposed amendments to the bylaws. Chairman Diehl called for a roll call vote with the responses and result as follows:

Chairman Diehl: Yes
Dr. Henry: Yes
Mr. Pigg: Yes
Mr. Prater: Yes
Mrs. Davis: Yes

Chairman Diehl announced the motion carried and Section 4 of the bylaws was approved.

Mr. Pigg motioned to approve Section 5 pertaining to harassment, discrimination, and retaliation. This is a new section providing reporting procedures, complaint management, appeals process, definitions of prohibited conduct. Mr. Prater clarified it also appoints a compliance officer and questioned if this position was determined by the board or by the director. Ms. Coleman responded it would be determined by the board. Mrs. Davis requested the section be read or at least summarized. Ms. Coleman stated that Mr. Pigg summarized the section when he made his motion and proceeded to provide a more descriptive summary as well as answers to additional questions defining what fell under prohibited discrimination by the board (this is language that is required by state and federal laws).

Mrs. Davis backtracked to Section 1 voicing her objections and concerns. Mr. Pigg called to put the motion to question. Chairman Diehl stated Section 1 had already

been approved, clarified a motion and a second had been made to approve Section 5, and called for a roll call vote. The responses and result was as follows:

Chairman Diehl: Yes

Dr. Henry: Yes

Mr. Pigg: Yes

Mr. Prater: Yes

Mrs. Davis: Yes

Chairman Diehl announced the motion carried and Section 5 of the bylaws was approved.

Mr. Pigg motioned to approve section 6 pertaining to bylaws, common rules and regulations, which includes clarification of the role of the board in adopting rules and regulations required website publication once the bylaws are adopted. Mrs. Davis questioned what this meant. Chairman Diehl asked if there was a second to the motion. Dr. Henry seconded. Chairman Diehl asked Ms. Coleman if she had any comment on this section. This section outlines that the board may seek public feedback and guidance when making policies and procedures, outlines what authority the board has to adopt those rules and regulations, and requires that once they are adopted they be published on the board's website for the public to see. This section also requires that the board review and update the bylaws periodically to ensure they are relevant and follow current laws. Mr. Pigg clarified that when it said board it meant the full board and not an individual board member. Mrs. Coleman agreed and noted individual board members do not have any authority to act on their own, the majority of the board is the will of the board. Hearing no further discussion, Chairman Diehl called for a roll call vote with the responses and result as follows:

Chairman Diehl: Yes

Dr. Henry: Yes

Mr. Pigg: Yes

Mr. Prater: Yes

Mrs. Davis: Yes

Chairman Diehl announced the motion carried and Section 6 of the bylaws was approved.


CLOSED SESSION

Mr. Pigg motioned to go into closed session pursuant to 610.021 sections 1, 2, and 14. Dr. Henry seconded. Hearing no discussion, Chairman Diehl put the motion to question. The motion carried unanimously, and Chairman Diehl announced the motion passed and the board would be going into closed session. The live feed would resume once they returned to open session.

ADJOURN

Mr. Prater motioned to adjourn the meeting. Dr. Henry seconded. Mrs. Davis requested a discussion and proceeded share her opinion about the vaccines. Chairman Diehl stated her opinion did not reflect the opinion of the board as such she did not have the authority to share her opinions while representing the board. Dr. Henry and Mr. Pigg left the meeting. Ms. Coleman advised that they could continue to conduct business since the three remaining members made quorum. Mrs. Davis resumed her discussion. Mr. Prater left the meeting, at which point the meeting ended due to lack of quorum.

Meeting was reestablished with Chairman Diehl, Dr, Henry, Mr. Prater and Mrs. Davis. Mr. Prater motioned to adjourn the meeting. Dr. Henry seconded. The motion carried with Mrs. Davis the only dissenting vote. Chairman Diehl announced the motion passed. Meeting adjourned at 4:32 pm.



Secretary-Treasurer